



# Muskegon Community College

## **BOARD OF TRUSTEES BOARD MEETING MINUTES March 18, 2015 – 12:30 p.m. 400Z – Board Room**

**Present:** Chair Crandall, Vice Chair Osborn, Trustee Frye, Trustee Moore, Trustee Mullally, Trustee Oakes, and Trustee Portenga

Chair Crandall called the meeting to order at 12:32 p.m.

### 1. Agenda

Trustee Mullally moved approval of the agenda; second. Vote unanimous; motion carried.

### 2. Minutes

- Board Policy Governance Work Session Minutes – February 16, 2015

Trustee Frye moved approval of the work session minutes; second. Vote unanimous; motion carried.

- Board Study Session Minutes – February 16, 2015

Trustee Oakes moved approval of the study session minutes; second. Vote unanimous; motion carried.

- Board Meeting Minutes – February 18, 2015

Trustee Mullally moved approval of the board meeting minutes as corrected; second. Vote unanimous; motion carried.

### 3. Public Comments

There were no public comments.

### 4. Consent Agenda (*Board Action Required - Vote*)

Trustee Portenga moved approval of the consent agenda; second. Vote unanimous; motion carried.

#### A. Budget/Finance

1. Finance Committee Report – *Trustee Mullally*
2. Treasurer and Financial Reports – *Trustee Mullally*

#### B. Personnel

1. Personnel Committee Report – *Trustee Mullally*

### 5. Administrative Reports – There we no additional administrative reports.

#### A. Academic Affairs – *Teresa Sturrs*

#### B. Student Success Report – *Dr. Selmon*

- a. Enrollment
- b. Student Success Completion Agenda

#### C. Personnel Report – *Kristine Anderson*

## 6. Business Non Operational

### A. MCCA Report – *Trustee Oakes*

- Trustee Oakes reported the Spring conference was very interesting. The Michigan New Talent Investment Agency was the first item on the agenda. It was created this month, by executive order of the Governor, to grow Michigan jobs and the economy through economic development, talent development, and community and business development.
- The state budget was discussed. Community college's pay into MPSERS for adjunct faculty who will likely never receive any benefits. John Roberts was asked to look into this further.
- MCC is one of 12 community college's to receive funds from The Kresge Foundation, who donated \$1.3M towards Guided Pathways.
- This year's MCCA budget was approved and included a 5% increase in MCCA membership dues, a 5% increase for the Student Success Center, and a 3% salary increase, otherwise the budget was essentially the same.
- For the MCCA Summer Conference in Traverse City – the Trustee Institute will be held on Thursday, followed by a 5:30 Welcome Reception and Awards Dinner, with the bulk of the conference on Friday. Hotel rooms are selling out quickly.
- Trustees were encouraged to donate to the Political Action Committee.

### B. Foundation Update – *Vice-Chair Osborn*

Vice Chair Osborn thanked Larry Visconti, who served on the Foundation Board for a number of years, stating his service on the FMCC Board was really appreciated; he did good work and represented the board well. Toby Moleski has taken his place and Sue Zemke is the other faculty member.

## 7. Old Business

### A. Construction Project Committees – *Dr. Selmon*

Yesterday was the Pre-Bid meeting for Phase II of the Science Center, with 30 local vendors in attendance.

#### a. Steering Committee

- i. Science Center
- ii. Health Center
- iii. Arts Center
- iv. Downtown Center

### B. Policy Governance – *Chair Crandall*

Vice Chair Osborn and Trustee Portenga reviewed the draft meeting policy and distributed a revised copy to the Board. At the work session in April, the Board will review the meeting policy and the delegation policies. Executive Limitations were discussed and will be reviewed at the May meeting. Dr. Nesbary is collecting information from other institutions for review. Edits will be uploaded to the worksheet on the Board portal.

## 8. New Business

### A. Permission to Re-Appoint 2015-2016 Administrative, Professional, Support Staff – *Kristine Anderson*

Trustee Portenga moved approval; second. Vote unanimous; motion carried.

### B. Presentation of Faculty Contracts – Full Time Faculty – March 2015– *Kristine Anderson*

Trustee Portenga moved approval; second. Vote unanimous; motion carried.

- C. Request for Proposal – Kitchen Remodel Project – *Dr. Selmon*  
Trustee Mullally moved approval; second. Vote unanimous; motion carried.
- D. Permission to Post Full-Time position of English Instructor/Instructional Designer – *Kristine Anderson*  
Trustee Oakes moved approval; second. Vote unanimous; motion carried.
- E. Permission to Post Full-Time position of Graphic Design Instructor – *Kristine Anderson*  
Trustee Moore moved approval; second. Vote unanimous; motion carried.
- F. Permission to Post Full-Time position of Humanities Instructor – *Kristine Anderson*  
Trustee Mullally moved approval; second. Vote unanimous; motion carried.  
All of these positions are being filled pending funding.

9. Board of Trustees Policy Manual Updates – *Dr. Crandall & Dr. Nesbary*

- A. Proposed Tobacco-Free Environment Policy Revision – *Dr. Selmon*  
Trustee Oakes moved approval; second. Vote unanimous; motion carried.

10. Announcements

- A. President’s Report – *President Nesbary*
- B. Departmental Updates – *President Nesbary*
- C. Board Comments
  - Trustee Frye read a thank you note from Ed Breitenbach.
  - Vice Chair Osborn reported that March is National Reading month – read a book to a child or better yet, they can read one to you.

Trustee Portenga made a motion to go into closed session for the purpose of negotiating acquisition of property; second.

A roll call vote was taken:

Trustee Frye – Yes	Trustee Moore – Yes
Trustee Mullally – Yes	Chair Crandall – Yes
Vice Chair Osborn – Yes	Trustee Portenga – Yes
Trustee Oakes – Yes	

A detailed discussion regarding acquisition of property ensued.

A roll call vote was taken:

Trustee Frye – Yes	Trustee Moore – Yes
Trustee Mullally – Yes	Chair Crandall – Yes
Vice Chair Osborn – Yes	Trustee Portenga – Yes
Trustee Oakes – Yes	

With no further business, Trustee Portenga moved that the meeting be adjourned; second. The meeting was adjourned at 1:33 p.m.

Minutes submitted by Secretary, Nancy Frye.

/csd